

FINANCE DIRECTOR

POSITION SUMMARY: Plans and directs the activities and programs of the Finance Department. This is a department head position and will partner with members of the City's leadership team to develop and ensure progress toward strategic goals as well as guide the efficient day-to-day financial operation of the City. The scope of responsibility includes technical, administrative, and professional work related to finance activities such as accounting, audit, bonds, budgeting, pension, investments, and cash management. This position manages personnel and organizes activities to ensure the effective, efficient, and secure operation of the Finance Department. Emphasis is placed on advising and consulting with the city manager and leadership team on the status of the fiscal health of the City and cooperatively developing recommendations and progress towards financial plans, policies, and goals.

SUPERVISION RECEIVED: Work is performed under the direction of the city manager or designee.

SUPERVISION EXERCISED: Supervision is exercised over departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Advises and works cooperatively with the city manager, leadership team, department heads, City Council, and others to establish priorities; develop goals, strategic plans, and policies; coordinate activities; and implement a variety of special projects.
2. Directs the planning, organization, and maintenance of all accounting and finance services including accounts payable and receivable, audit, budget, fixed assets, investments, payroll, revenue administration, and other related activities and services.
3. Works cooperatively with departments on setting and achieving their financial goals. Consults with and advises management and administrative officials on the financial conditions of the City. Develops and implements policies, procedures, and internal controls for the City.
4. Organizes and directs all aspects of the Finance Department including personnel, planning, and general administration. Assesses Finance Department operations, staffing, and technology; implements changes as necessary.
5. Works cooperatively with actuaries, human resources, insurance consultants, plan sponsors, and third party administrators to administer the City's insurance and pension programs. Responsible for the City's general liability insurance; works with departments and the City's provider in processing and reviewing claims and renewals.
6. Coordinates and provides oversight for the City's retirement system. Acts as retirement system plan administrator as designated by Retirement System Board of Trustees and serves as treasurer for the Board. Completes and oversees activities related to pension and retiree health including retirement applications, investments, and financial reports.
7. Attends meetings of the City Council, conferences, committees, and staff meetings as

appropriate in order to provide assistance to the city manager; makes recommendations on subjects under discussion. Prepares and presents annual reports within scope of responsibility, completes special projects and makes presentations as requested.

8. Keeps abreast of legislative and regulatory developments, new administrative and financial techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units.
9. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in accounting, finance, or a related field. Preferred credentials beyond the degree requirement include a Certified Public Accountant (CPA) license or equivalent certification and/or master's degree.
- B. Extensive financial management experience with progressively expanded management responsibility.
- C. Demonstrated ability to effectively train, lead, and motivate employees and to supervise and evaluate the work of others.
- D. Considerable knowledge of the methods and techniques of financial analysis, accounting, and financial reporting. Skilled in assembling and analyzing financial data, developing budgets, and preparing comprehensive reports. Knowledge of government finance and the Governmental Accounting Standards Board is preferred.
- E. Proven ability to think strategically and to evaluate a variety of municipal financial services, analyze operating issues, and establish internal policy and procedure recommendations. Demonstrated ability to persuade others and analyze complex information.
- F. Possesses a high level of interpersonal skills which will allow the person to deal effectively with elected representatives, department heads, other employees of the City, the public, and external contacts through which the City conducts its business and affairs.
- G. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary.
- H. Demonstrated ability to work effectively within deadlines, under stress, and with changing work priorities. Able to critically assess situations, solve problems, and handle sensitive matters with a high degree of confidentiality and discretion.
- I. Possess a valid Michigan Motor Vehicle Operators License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel and to reach with hands and arms. The employee may need to lift and move items of light to moderate weight. Bending and stooping are also requirements.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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